

**STATEWIDE COMPETITIVE CONTRACT  
AWARD**

**STATE OF LOUISIANA  
DIVISION OF ADMINISTRATION  
OFFICE OF STATE PURCHASING**



NUMBER : 406702  
BUYER : ANN CAMPBELL  
BUYER PHONE : (225)342-8043  
T-NUMBER : 91063  
DATE ISSUED : 08/09/06  
VENDOR NUMBER : 721186621 00  
VENDOR PHONE : (225)923-2550-0000  
REQ AGENCY : 107001

**OFFICE OF STATE PURCHASING**

AGENCY REQ NO. :  
ISIS REQ NO. : 1290877  
FISCAL YEAR : 07  
EFFECTIVE DATE : 09/01/06  
EXPIRATION DATE : 08/31/07

MORAN PRINTING INC  
5425 FLORIDA BLVD  
BATON ROUGE, LA 70806

**LEGAL, PRINTING CONTRACT**

1. THIS IS NOT AN ORDER TO SHIP OR BEGIN SERVICE). A CONTRACT RELEASE OR PURCHASE ORDER MUST BE ISSUED BEFORE YOU ARE AUTHORIZED TO SHIP (OR BEGIN SERVICE).
2. THIS IS NOTICE THAT THE CONTRACT REFERENCED ABOVE HAS BEEN AWARDED TO YOU BASED ON THE BID (OR PROPOSAL) SUBMITTED. ALL TERMS, CONDITIONS, AND SPECIFICATIONS OF THE SOLICITATION WILL APPLY TO ALL ORDERS.
3. ANY AGENCY AUTHORIZED TO PURCHASE FROM THIS CONTRACT MUST ISSUE AN ORDER AND REFERENCE THE CONTRACT NUMBER, LINE NUMBER AND COMMODITY ITEM NUMBER FOR EACH ITEM.
4. CHANGES IN ITEMS TO BE FURNISHED ARE NOT PERMITTED (UNLESS APPROVED BY THE OFFICE OF STATE PURCHASING PRIOR TO DELIVERY). PRIOR APPROVAL MUST ALSO BE OBTAINED BEFORE DISTRIBUTORS CAN BE ADDED OR DELETED.
5. IF A DISTRIBUTOR LIST WAS SUBMITTED, CONTRACTOR MUST SEND COPIES OF THIS AWARD TO EACH DISTRIBUTOR.
6. QUANTITIES LISTED ARE ESTIMATED AND NO QUANTITIES ARE GUARANTEED (UNLESS "COMMITTED VOLUME" IS SPECIFICALLY STATED). CONTRACTOR MUST SUPPLY ACTUAL REQUIREMENTS ORDERED AT THE CONTRACT PRICE AWARDED.
7. COMPLIANCE WITH CIVIL RIGHTS LAWS.

THE CONTRACTOR AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, THE FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VIETNAM ERA VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND CONTRACTOR AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. CONTRACTOR AGREES TO NOT DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER THIS AGREEMENT AND ANY CONTRACT ENTERED INTO AS A RESULT OF THIS AGREEMENT, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY CONTRACTOR OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE SHALL BE GROUNDS FOR TERMINATION OF THIS AGREEMENT AND ANY CONTRACT ENTERED INTO AS A RESULT OF THIS AGREEMENT.

RECOMMENDING APPROVAL:

STATE PURCHASING OFFICER/SUPERVISOR

APPROVED BY:

DENISE LEA  
DIRECTOR OF PURCHASING

SPECIAL TERMS AND CONDITIONS	STATEWIDE COMPETITIVE CONTRACT	
NUMBER : 406702 T-NUMBER : 91063	VENDOR: MORAN PRINTING INC	PAGE 2
<p>1 CONTRACT PERFORMANCE EVALUATION</p> <p>IN AN EFFORT TO IMPROVE OUR CONTRACTS TO MEET THE NEEDS OF THE AGENCIES WE SERVE, THE CONTRACTOR'S PERFORMANCE WILL BE MONITORED. AGENCIES' FEEDBACK WILL BE REQUESTED REGARDING CUSTOMER SERVICE, DELIVERY, PRODUCT QUALITY, BILLING, OVERALL EFFECTIVENESS OF THE CONTRACT, AND ANY NEEDED CHANGES. THEIR RESPONSES WILL BE CONSIDERED IN DETERMINING OUR OPTIONS FOR RENEWALS OR REVISIONS AND REBIDDING. TO VIEW THE CONTENT OF THE CONTRACT PERFORMANCE EVALUATION FORM, GO TO <a href="http://WWW.STATE.LA.US/OSP/ONLINEFORMS/FORMLISTING.HTM">WWW.STATE.LA.US/OSP/ONLINEFORMS/FORMLISTING.HTM</a> OR CALL FOR A COPY.</p> <p>AGENCY REPORTS OF DEFICIENT PERFORMANCE WILL BE APPROPRIATELY ADDRESSED DURING THE CONTRACT PERIOD.</p>		

PRICE SHEET		STATEWIDE COMPETITIVE CONTRACT			
NUMBER : 406702 T-NUMBER : 91063		VENDOR: MORAN PRINTING INC			PAGE 3
LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
	<b>UNLESS SPECIFIED OTHERWISE BELOW:</b>  <b>SHIP TO:</b> <b>STATEWIDE DELIVERY</b>				
00001	COMMODITY CODE: 966-49-011041  CONTRACT TERM: BEGINNING DATE: SEPTEMBER 01, 2006 ENDING DATE: AUGUST 31, 2007  PRINTING CONTRACT-LEGAL PRINTING PRINTING OF LEGAL BOOKS, SIZE 6" X 9" OR LESS, PAPERBACK AND CASEBOUND	3	LOT	N/A	
00002	COMMODITY CODE: 966-49-011041  PRINTING CONTRACT-LEGAL PRINTING BINDING OF NEWSPAPER COPIES OF THE ACTS OF THE LEGISLATURE.  ***** NO PRICES ARE TO BE QUOTED ON THIS PAGE. PRICES ARE TO BE QUOTED ON THE ATTACHED PRICE SCHEDULE PAGES AND WORKSHEETS. *****	1	LOT	N/A	

## GENERAL CONDITIONS

1. **PUBLIC PRINTING LAW:** The contract resulting from this solicitation shall be subject to the provisions of R.S. 43:1.
2. **PREVIOUS USAGE:** The usage estimates provided in the specifications are based on the best information available to State Purchasing for usage of various printing items during the most recent available contract year. These previous usage figures in no way represent a commitment by the State as to the amount of printing to be done during the upcoming Contract period but are provided solely for the bidder's information.
3. **BASIS OF AWARD:** Contract(s) will be awarded to the successful bidder(s) for performance in strict compliance with the standards and specifications of the contract in all regards as to workmanship, stock, materials and delivery.
4. **SUBLETTING CONTRACT:** The Contractor shall be held responsible for the work of any sub-Contractor(s) and shall see that the work is done without unnecessary delay in a good workmanlike manner, and that all necessary priority over other work is given. The Contractor shall not be relieved of any obligation to the State of Louisiana by any subletting of a contract in whole or in part to another.
5. **QUALITY OF WORKMANSHIP AND STOCK:** Representatives of the State shall have access to the Contractor's plant at any time during working hours to inspect work in process. However, such inspection shall not relieve the Contractor from any responsibility under this agreement for material or workmanship found defective after delivery.

The Director of State Purchasing may require a status report at anytime of work in progress and orders on hand.

All articles furnished and work done must be of a first class quality. The use of poor type, poor presswork or the use of a different color of ink from that ordered, inferior binding, inferior quality or mismatched paper stock, a lesser grade of paper than that ordered, or any other discrepancies will be sufficient cause for the rejection of the work and for refusal of payment thereof.

The Contractor must at all times be able to furnish within a reasonable period of time those supplies named in the specifications, unless a substitute is approved by State Purchasing. If any different kind is substituted, the quality shall be equal and the prices shall not exceed that named for similar articles in the specifications.

Substitutions of stock made without the approval of the State Director of Purchasing will be grounds for non-payment for that particular job.

In all printing, the proof shall be read by original copy and corrected in the establishment of the Contractor. All typeset material is to be free from printer's errors. A "clean" proof is to be furnished to the department, board or institution ordering the printing. Proofs will be submitted upon request only.

6. **ORDERING PROCEDURES:** Agencies authorized to use this contract are delegated the authority, in accordance with R.S. 43:1.B(2) to submit orders directly to the contract vendor. In no case shall the Contractor accept an order from an Agency without an authorization in writing.

The Contractor shall only accept orders which can be produced within the provisions of this contract. If an order requested cannot be priced under the price schedule herein, or if the quantity requested exceeds the maximum allowed on this contract, the order must be returned to the ordering Agency.

The Contractor is to provide cost estimates to the requisitioning Agency upon request. The estimate is to be the Contractor's best estimate of cost but does not obligate him to this amount. Charges will be according to contract pricing.

The Contractor(s) shall also provide status on orders, whenever requested by phone, within 24 hours.

The Contractor must furnish the Office of State Purchasing one finished sample and a copy of the itemized billing upon completion of each job produced under this contract.

7. **DELIVERY:** Delivery is to be FOB inside Agency which shall include all cost of transportation and inside delivery within any office or building as specified. Completed work shall be shipped or delivered promptly without any unnecessary or avoidable delay.

Whenever because of inefficiency, inaccuracy, or delay for which the Contractor is responsible, it is necessary for the ordering Agency to communicate with the Contractor, this will be done through the Agency and the cost of such

## GENERAL CONDITIONS (CONTINUED)

communication between Agency and the Contractor by telephone, Fax, or over-night express shall be paid by the Contractor.

By accepting a contract for printing, binding, engraving, or lithographing, the Contractor agrees to complete the work and deliver the goods as specified promptly, satisfactorily, and without unnecessary delay. The Contractor will give said work the necessary priority over other work to assure timely delivery. The State Director of Purchasing reserves the right to determine what is an unnecessary delay and/or unsatisfactory goods. After fully hearing the reasons for delay in doing the work, the State Director of Purchasing may fix a definite date by which same must be completed and goods delivered. If work is not completed and goods satisfactorily delivered within the specified time, the State Director of Purchasing reserves the right to have the work done elsewhere charging the Contractor any excessive cost for work above contract pricing. Should it become necessary to purchase a contract item from another source, other legal actions and/or immediate cancellation of the contract could result.

8. **PRICING:** Prices will be calculated at the rate bid per lot.

When a smaller quantity is ordered than the lowest quantity for which the price is given in the contract, the price to be used for printing will be that of the smallest quantity stated in the contract, which is considered a minimum price.

If there is not a maximum stated in the contract and the Agency orders a quantity which exceeds maximum quantity for which a price is given in the contract, the entire order shall be billed at a price based on the maximum quantity listed in the contract.

In no case will a Contractor be allowed to charge for more than the exact amount of any article ordered without the consent of State Purchasing except that under ordinary conditions an overrun and an underrun may be approved.

Each job will be billed at the per thousand rate according to the quantity ordered but calculated based on amount shipped.

Substitutes used without the consent of the State Director of Purchasing will not be approved for payment.

9. **INVOICES:** Invoices will be submitted by the Contractor to the using Agency, and the invoice shall refer to the delivery ticket number, delivery date, purchase release order number, quantity, unit price, and delivery point. A separate invoice for each order delivered and accepted shall be submitted by the Contractor in duplicate directly to the accounting department of the using Agency. Invoices shall show the amount of any cash discount and shall be submitted on the Contractor's own invoice form.

10. **PAYMENT:** State Agencies are directed to pay Contractor upon presentation of properly executed invoice after goods have been received, inspected, and accepted. The user Agency will be required to pay the amount of the invoice within thirty (30) days after its receipt. Such price and payment will constitute full compensation of furnishing and delivering the contract commodities. In no case will the State Agency refuse to make partial payments to Contractor, provided proper invoices have been furnished and approved, although all items have not been delivered. This payment in no way relieves the Contractor of his responsibility to effect shipment of the balance of the order.

11. **DOWNWARD REVISION:** All prices submitted as bids in this contract shall be subject to downward revision, with the approval of the State Director of Purchasing to conform with any and all laws or codes that may be enacted by either Federal or State law-making bodies, and promulgated or proclaimed by the President of the United States or the Governor of the State of Louisiana.

12. **CANCELLATION OF CONTRACT FOR CONVENIENCE:** The Division of Administration reserves the right to cancel the contract with Contractor upon thirty (30) days written notice.

13. **RESERVATIONS:** The right shall be reserved by the State Director of Purchasing for all State Departments, Boards, and Commissions, and any other State Agency to which this contract applies to use state facilities for printing, rather than purchasing under contract.

In case of any emergency, when delivery is required by a date earlier than the Contractor is required to furnish under this contract, and when the Contractor cannot meet the delivery required, the Director of State Purchasing reserves the right to secure bids for printing from persons other than the Contractor, and to purchase from any other source he may deem fit without liability either on the part of the State of Louisiana or the Contractor.

## GENERAL CONDITIONS (CONTINUED)

14. PURCHASING POLICY: Bidders are advised that the Division of Administration reserves the right to solicit separate bids on individual jobs which otherwise could be produced under this contract.
15. SAMPLES: All bidders are requested to submit with their bids, samples of work similar to this category of printing to demonstrate their ability to perform the contract at the quality standard desired. Failure to submit samples may be cause, at the discretion of the Director of State Purchasing, or his designee, to disqualify a bidder from award.

## LEGAL PRINTING

### GENERAL REQUIREMENTS

1. **This contract will include the following:**

- A. Printing of case-bound legal books in size 6" X 9" or less.
- B. Binding of newspaper copies of the "Acts of the Legislature"; this also includes printing on the cover and printing of index pages.

2. **Copy**

The submitted copy will be in the form of a digital file

3. **Property of the State**

All art, film, negatives, diskettes, special plates and dies are to become the property of the State of Louisiana. The Contractor will be responsible for labeling and storing all negatives, artwork, etc. for each job produced under this contract in one location, separate from all other work, and for maintaining a written inventory of all such materials. These negatives, artwork, etc. shall be readily available upon request any time during the contract and furnished within three (3) working days of request. If the current contract holder has a "direct to plate" system, they will be required to furnish the latest digital file of the products produced in this contract. Upon award of contract to a new Contractor, the previous Contractor will be required to immediately furnish the written inventory of all negatives, artwork, etc. held under this contract. Two copies of the inventory listing shall be provided; one is to be furnished to the new Contractor along with all negatives, artwork, etc. listed, and one mailed to the Office of State Purchasing, Printing Section. Any freight charges incurred shall be paid by the previous Contractor maintaining the negatives. The new Contractor will be required to furnish written confirmation that all items listed were received.

When negatives are sent to another location they are to remain stripped in flats when shipping to the designated location. The Contractor will not dispose of any negatives without obtaining written approval from the user Agency and furnishing a copy of this approval to the Office of State Purchasing. If at any time prior to completion of the above requirements, the Contractor cannot provide any negatives for which he has initially confirmed receipt and cannot provide proof of transfer or approved disposal, he will be required to remake the negatives at his expense. It is recommended that the Contractor obtain written disposition for the negatives, etc., from the ordering Agency immediately after delivery of the publication. Should the Agency require continued storage, a follow-up request may be made at six (6) month intervals if the Contractor so chooses. This procedure will help eliminate the storage of unwanted negatives, etc.

4. **Special Jobs**

If the printed material requested cannot be priced from the price schedule, the request for the printing must be returned to the Agency. Printing that cannot be priced from this contract may be purchased by the normal bid procedure or returned to the contract vendor as a special job.

Since all conditions cannot be stipulated for special jobs, the Contractor will furnish services not enumerated. They will be priced based on the cost of the same services provided in other state printing contracts. If there is not a printing contract for this service then the prices shall be less than those stated in the Franklin Printing Catalog. The Contractor shall furnish the Agency a firm estimate of price, for special services, within three (3) days of receipt of order. This procedure is necessary to avoid misinterpretation of pricing between the ordering Agency, purchasing section, and the Contractor.

5. **Overruns and Underruns**

Under ordinary conditions, the State Purchasing Office will approve an overrun or an underrun not to exceed 10% on orders of 50,000 QUANTITY OR LESS. Overruns or underruns on all quantity orders over 50,000 may not exceed 5,000 copies.

6. **Packaging**

- A. Contractor's standard inner packing is acceptable. Contractor's standard packaging must be of test strength to withstand handling by freight lines without bursting or crushing. Contractor will be responsible for remaking

**LEGAL PRINTING  
GENERAL REQUIREMENTS (CONTINUED)**

any books damaged in shipment. All prices include the cost of preparing shipping bundles, packing and sealing shipping containers, and marking packages and shipping bundles or containers by printing, stenciling, or labeling. All materials which will be required, including shipping containers, are to be furnished by the Contractor. The cost of such materials is included in the prices indicated.

Shipping containers and bundles shall not exceed 45 pounds when fully packed. Weight limitation may be exceeded to comply with specifications when a specific quantity per shipping container or bundle is ordered.

- B. The label will contain the title of the book.
- C. The ordering Agency may request special poly shrink wrapping. A flat charge per package will be allowed.

**7. Time of Delivery**

- A. In general, a normal delivery schedule for legal printing shall be considered four (4) weeks unless proof is required. Ten (10) working days are added when proof is required and, if additional proofs are required, another ten (10) days will be allowed for each additional proof. (If additional proofs are required due to printer's errors, no additional time will be allowed.)
- B. All shipments shall be F.O.B. destination (inside delivery) as specified by Agency. Cost to include all cost of transportation and inside delivery within any office or building as specified. The Contractor shall ship by any reasonable method to insure prompt delivery to destinations. Should a premium method be required at the request of the State, the Contractor shall be responsible for the cost of shipping only to the extent of truck freight rates.

**8. Paper Requirements**

All papers bid must be equal to or better than the grade and classifications listed. Paper bid price will be poundage per sheet size of paper used on the press and will represent price of paper in finished pamphlets or books. State Purchasing will not approve additional pounds for excess or spoilage required by the Contractor to produce the product. All paper products listed require bid cost in order to provide using agencies options. Papers bid include:

No. 1 Opaque Offset, white, 40 lb.

No. 1 cover, white and colors, 65 lb.

Commodity Offset, white, 50-lb.

Printing blanks, 3-ply, coated two sides, Beveridge Blankote C2S, or equal.

If any Agency requests a classification of paper that is not listed in this contract, or a specific brand of paper not available from the Contractor through this contract, the Contractor should first communicate this fact to the ordering Agency and assist them in choosing a paper which is offered under this contract. If the Agency is not satisfied with papers available through this contract, the Contractor is to immediately contact State Purchasing, and offer an estimate of the price of the requested paper. State Purchasing will determine whether or not the Agency's request is justified, and will determine whether or not the job should be bid, whether paper will be competitively bid and furnished to the Contractor for this job, or whether the special paper can be priced otherwise. State Purchasing will advise the Contractor whether to return the requisition. Failure to follow this procedure may result in the Contractor's invoice not being approved.

**9. Artwork Requirements (applies to all publications)**

Artwork may be required in preparation of emblems, seals, graphs, and designing books, and will be charged on an hourly basis. If artwork is required, the Contractor is to furnish the Agency an estimate of the number of hours and total cost required to produce artwork, and then get a signed authorization from the Agency to perform this work. Charges for artwork will not be approved by the using agency unless this authorization accompanies invoice and worksheet.

**LEGAL PRINTING  
GENERAL REQUIREMENTS (CONTINUED)**

**10. Packaging - (other than standard)**

Poly shrink wrapping - If the Agency requests that an exact number of books be shrink wrapped to a package, a flat charge per package will be allowed. Poly shrink to be minimum of 100 poly propylene clear shrink film.

**11. Mailing Service**

When requested by the Agency, Contractor will be responsible for preparing publications for mailing in accordance with all U.S. Postal regulations and delivering to the Post Office. Agency will furnish the mailing labels. The following prices are not to include the cost of postage. The vendor will pay for the postage and charge the Agency for that amount at time of billing for reimbursement. Proof of the postage charge to be attached to the billing worksheet.

- a. Inserting and Labeling - This per hundred charge is to include all costs of inserting a publication into an envelope and/or carton, affixing mailing label. It does not include the cost of the envelope or carton.
- b. Mailing Carton - This per-carton charge is to include a corrugated mailing carton large enough to accommodate one complete set of the Acts of the Legislature (approx. 1 to 3 volumes).
- c. Envelopes - This per hundred charge is to include 12" X 15", 32 lb. Kraft clasp envelope, typesetting & printing (1 color) of 4-line corner card. (Bound newspaper Acts for a special legislative session may be packaged in this manner.
- d. Shrink wrapping and affixing labels - This per package charge is to include shrink wrapping an individual publication in polypropylene clear shrink film, minimum 100 gauge, and affixing mailing labels. (Bound Newspaper Acts for the regular legislative session are usually packaged in this manner.)

**12. Cost Statement**

R.S. 43:31 requires all bulletins, leaflets, house organs, circulars, books, reports, or similar publications to have a cost statement printed adjacent to the identification of the Agency responsible for the publication. This statement shall be printed in the same size type as the body copy and be set in a one point rule.

If the State Agency does not furnish the Contractor with the cost statement information, the Contractor will be responsible for inquiring about the statement, providing the Agency with a copy of the cost statement format, and providing the cost of printing. The cost statement format may be obtained from the State Purchasing Office, Printing Section.

The following agencies are exempt from the Cost Statement requirement:

Legislative and Judicial Branches of State Government (does not include the Attorney General's Office)  
Department of Economic Development for the purpose of attracting new industry  
Department of Culture, Recreation, and Tourism related to new promotional material  
Public Colleges, Universities, and Vocational Technical Schools

## SPECIFICATIONS

### A. LEGAL CASE-BOUND BOOKS

May include:

Acts of the Legislature

Opinions of the Attorney General

Other case-bound legal books

**1. Size**

6" x 9" or less

**2. Stock**

Commodity Offset, white, 50-lb.

No. 1 Opaque Offset, white, 40-lb.

No. 1 Cover, colors, 65-lb. (divider pages)

**3. The Acts of the Legislature - (in accordance with R.S. 43:19)**

The Acts of the Legislature shall be published in book form, in the English language. The number of copies printed shall be at the discretion of the Secretary of State but shall not exceed one thousand five hundred (1,500) copies. The copies shall be delivered to Secretary of State as soon as possible after the adjournment of the legislature.

A charge per page will be allowed for editing and output as described below. The charge is to include negatives (whether the Contractor outputs directly to film, or whether he outputs to camera-ready copy and produces negatives), that are suitable for producing excellent quality, clear, sharp printing which is uniform in detail, all necessary opaquing and stripping of negatives, and one set of blue lines and /or digital color proofs.

The Contractor will be provided with a Quark file furnished from The Advocate newspaper. The file will be formatted as 3 columns per page on an 11-1/4" X 13-1/2" page size. Capturing key strokes and requires hand formatting to fit the hardbound Acts per specifications of 10 pt type with 12 pt leading. All text must be formatted with underscores, strike thru, bold and italic by referencing the printed newspaper Acts. At the end of each Act, the published date, (4 lines of copy) must be typeset. Published dates are found in the printed newspaper Acts. The Acts are not furnished from The Advocate newspaper in order. The Contractor will receive a file as each tab section is printed which will include the Acts printed in that tab section. The Contractor must organize the Acts in number order. The Contractor will set running heads and page numbers. Running heads are the Act number that is printed on the page. Acts must start on the right hand page and end on the left hand page. Acts must be printed so that the volumes do not break within an Act.

The Contractor will also be required to completely typeset a few pages in the book:

Spine copy

Title pages (front matter and behind each red divider)

Sec of State's Letter (front matter and behind each red divider for different sessions)

Table of Contents

Preface

Roster of State Senate and Roster of House of Representatives tables

**SPECIFICATIONS**  
**Binding of Newspaper Acts (continued)**

Red Dividers (before each special session, constitutional amendments for each session and table/index).

At the beginning of each Act is, the Act number, bill number and authors. A page break is not allowed within the beginning of each Act.

Authors: Names cannot be hyphenated. If the first name is an initial, the line cannot break between the initial and last name.

NOTE: The Children's Budget at the end of Act 1 has to be hand set including tables. Printer to typeset from the printed newspaper Acts which prints a reduced scanned copy of the actual bill.

Tables: (use table of contents for order that tables should appear)

Table 1: (Promulgation of Acts) Hand set

Table 2: (Bills to Acts): Set heading. File furnished for numbers from Secretary of State's office requires formatting. Set CA & Veto as noted by hand.

All other tables: Download keystrokes from Secretary of State's web site and format.

Index: Word file emailed from House of Representatives. Capture keystrokes and format. Note: If there are special sessions, it requires a separate index. Contractor will be responsible for formatting this information as required by the Secretary of State's office.

**4. Typesetting**

Typesetting will be charged by the page. Each typeset page will be calculated as 1/4, 1/2, 3/4 or full page of type, totaled and multiplied by the page price.

All typeset material is to be proofread by the compositor and be free from printer's errors. Queries to author are to be on the master set of proofs and carry a slug line, date, job number, title and proofreader's initials.

**5. Page Preparation**

The pages will be formatted and proofread by the compositor and will be free of printer's errors. Queries to author are to be on a master set and carry a slug line, date, job number, title, and proofreader's initials.

Page preparation is preparing each page for camera ready copy. The charge shall include preparing windows, borders, and/or rules, pasting up windows, borders, rules, type and/or line illustrations into proper position for each color of ink, and two sets of proofs. It shall also include all materials required to prepare the camera ready copy in order to produce clear, sharp, excellent quality printing. Extra proofs, when ordered, will be charged at a per page cost.

**6. Negatives**

Line Negatives - The charge shall include all negatives that are suitable for producing excellent quality, clear and sharp printing which is uniform in detail, all necessary opaquing, and stripping of base line negative and one set of blue line proofs. A per page charge, will be allowed for line negatives.

Negatives furnished - This per page charge shall include opaquing, stripping and one set of blue line proofs. This charge shall not exceed the line negative charge.

Reprints - Exact reprints from standing negatives for each page with no changes will be billed at eighty cents (\$.80) per page. This charge shall include pulling the negatives and all operations necessary to prepare the negatives for platemaking. If changes are required, new composition and alteration charges will be allowed for

**SPECIFICATIONS**  
**Binding of Newspaper Acts (continued)**

the pages requiring change. When bluelines are required on an exact reprint, a per page price for bluelines will be allowed. The Contractor must provide a written estimate of blueline charges on an exact reprint to the Agency and receive written authorization to proceed prior to furnishing the bluelines.

**7. Diskettes (applies to other than the Acts of the Legislature)**

Copy may be provided to the Contractor by the State Agency on disk. A charge per page, per color, will be allowed for output from disk furnished by the Agency. **The charge is to include negatives** (whether Contractor outputs directly to film, or whether he outputs to camera-ready copy and produces negatives), that are suitable for producing excellent quality, clear, sharp printing which is uniform in detail, all necessary opaquing and stripping of negatives, and one set of blue line and/or digital color proofs. The following charges are allowed:

Output of pages where **no formatting is required** on the part of the Contractor.

Output of pages where **formatting is required** by the Contractor.

**8. Author's Alterations (all case-bound publications)**

Alterations are changes made in the proof that are different than the original manuscript or previous proofs. Corrections or errors marked by the author due to typesetter's mistakes are printer's errors and not to be charged. When alterations are charged, the Contractor must furnish proof of alterations (original manuscript, page proofs, blueline proofs, etc.). Only the pages of manuscript and proofs involved need to be sent to the Agency with the Contractor's worksheet.

The following charges will apply to alterations, whether typesetting was done by the Contractor, or whether a disk was furnished by the Agency:

- a. Alterations for Typesetting: A per line charge will be allowed for each line of type that is set due to the changes made in proofs (Agency will not approve a complete page of lines because the Contractor finds this the easiest way to make the corrections). A minimum charge of 15 total lines per order will be allowed. This charge applies to all categories of typesetting (straight through difficult, tabular and display), and includes one set of proofs.
- b. Alteration Page Preparation: This per page charge shall include all materials, paste up of corrections or electronic manipulation of corrections and all operations necessary to correct and restore the page to camera ready copy. This charge will be allowed for repagination necessitated by alterations.
- c. Negative Alterations: When changes are made after blueline proofs, a per page charge shall be allowed, which includes negatives, opaquing, stripping and all operations necessary to correct base flat, and one blueline proof. This charge shall not exceed the original line negative charge.

**9. Platemaking and Printing**

Text: The charge as listed in the price schedule shall include imposition, platemaking, makeready, one color ink, press washup, paper handling, and printing.

**10. Binding**

The per volume charge for case binding shall include setting type for spine, folding, collating, Smyth sewing, buckram for cover material, 80 pt. binder's board, crash and lines, head and foot bands, 80 lb. endsheets, two red and one black blocks stamping on spine (Acts of the Legislature) with approximately 22 lines gold foil stamping on spine, any other materials or costs necessary to produce a case-bound volume, packaging and delivery.

**SPECIFICATIONS**  
**Binding of Newspaper Acts (continued)**

**11. Divider Pages**

Case-bound books may include single-page inserts at various places throughout the books. These inserts have approximately 5 lines of type printed on one side. Paper for these inserts (colored No. 1 cover, 65-lb.) will be charged the per price quoted on this contract. Typesetting, printing and insertion of these divider pages will be included in a single charge per thousand divider pages.

**B. BINDING OF THE NEWSPAPER ACTS OF THE LEGISLATURE**

**1. Size**

Approximate size 11-3/4" X 13-1/2"

**2. Stock**

Cover: White 3 ply Election Blank

Index: White, 50 lb. Commodity Offset

**3. Composition**

- a. Cover - The Contractor will be required to typeset eight to ten lines per cover. A price per page is to be quoted in the price schedule under typesetting to set cover, prepare page with type and State seal in camera ready format, and make a negative. Price also includes a proof.
- b. Index - The Contractor will be provided with a diskette containing the information to be contained in the index. Contractor will be responsible for formatting this information as required by the Secretary of State's office. A price per page will be allowed for formatting and outputting the information. **The charge is to include negatives** (whether Contractor outputs directly to film, or whether he outputs to camera ready copy and produces negatives), that are suitable for producing excellent quality, clear, sharp printing which is uniform in detail, all necessary opaquing and stripping of negatives, and one set of blue line proofs.

**4. Platemaking and printing**

- a. Cover - The per thousand charge shall include platemaking, one color ink, imposition, handling paper, press washup and printing four page signature.
- b. Text - The per page per thousand charge shall include platemaking, one color ink, imposition, handling paper, press washup and printing.

**5. Tab**

Contractor is required to collate newspaper Acts by hand, a charge per tab is allowed for this service. The number of tabs required will verify from job to job.

**6. Binding**

The "Advocate" will deliver quantity ordered plus 100 additional copies for set-up of each "Newspaper Act" as they are printed. The vendor will be responsible for receiving and storing these copies until Secretary of State has approved the proofs on the index.

Perfect binding - Contractor will bind the newspaper inserts, index and cover by slitting, notching or roughing the backbone, applying a flexible adhesive to the backbone and registering the cover. The charge shall include all materials and operations necessary to bind the newspaper Acts including but not limited to folding of cover and index, collating with newspaper inserts, perfect binding, trimming, packaging and delivery.

**SPECIFICATIONS**  
**Binding of Newspaper Acts (continued)**

**Previous Usage**

1. No specific number of orders, pages of text, or quantity of books to be printed on an annual basis in this proposal can be stated.
2. Each Agency may revise existing books by size, number of pages and quantity or initiate new ones. The following schedule depicts previous printing requirements by actual usage for a twelve month period for Legal Books and Newspaper Acts.

**Legal Books**

2004 Buckram Bound Acts, 800 copies, 3,144 pages, 3 volumes

Notary Study Guide, 2,200 copies, 656 pages

The total value was approximately \$107,128.46

**Newspaper Acts**

2005 Newspaper Acts for Regular Session, 600 copies, 28 pages

The total value was approximately \$3,728.16

## PRICE SCHEDULE

### BINDING OF NEWSPAPER ACTS

Typesetting, page prep, and negative (cover) 3.00 /page

Outputting from disk (formatting required) (index) 15.00 /page

#### Platemaking and Printing

Cover (per 4-page signature, per thousand books), one color

Quantity 500 - 999 140.00 /M

Quantity 1,000 - 1,999 130.00 /M

Quantity 2,000 - 4,999 120.00 /M

Text (unit price per page, per thousand books), one color; 4, 8, 16, or 32-page signature

Quantity 500 - 999 28.00 /M

Quantity 1,000 - 1,999 25.00 /M

Quantity 2,000 - 4,999 24.00 /M

Per Tab Charge 800.00 /M Tab

Perfect Binding 1,800.00 /M Books

## PRICE SCHEDULE

### LEGAL CASE-BOUND BOOKS

Formatting	<u>8.00</u> /page
Page Preparation	<u>2.00</u> /page
Line Negative	<u>N/C</u> /page
Strip furnished negatives	<u>7.50</u> /page
Output from diskette (Acts of the Legislature)	<u>5.00</u> /page
Output from diskette, no formatting required (other than Acts of Leg.)	<u>7.00</u> /page
Output from diskette, formatting required (other than Acts of Leg.)	<u>7.00</u> /page
Alterations	
Typesetting	<u>.50</u> /line
Page Preparation	<u>2.00</u> /page
Negative alterations	<u>N/C</u> /page
Proofs (for proofs requested beyond the 2 sets allowed in typesetting)	<u>2.00</u> /page

### Platemaking and Printing

Text (unit price per page, per thousand books), one color, 4, 8, 16, or 32-page signature

Quantity 250-499	<u>20.00</u> /M
Quantity 500 - 999	<u>8.00</u> /M
Quantity 1,000 - 4,999	<u>1.95</u> /M
Quantity 5,000 - 9,999	<u>1.70</u> /M

Case Binding	Quantity 250-499	<u>20.00</u> /each
	Quantity 500-999	<u>12.50</u> /each
	Quantity 1,000 – 4,999	<u>7.00</u> /each
	Quantity 5,000 – 9,999	<u>6.00</u> /each
Divider pages		<u>300.00</u> /M

## PRICE SCHEDULE

### PAPER

Pricing shall be submitted for all papers listed regardless of paper specified on worksheets.

Commodity Offset, white, 50-lb.	<u>.85</u> /lb.
No. 1 Cover, white, 65-lb.	<u>1.86</u> /lb.
No. 1 Cover, colors, 65-lb.	<u>2.11</u> /lb.
No. 1 Opaque Offset, white, 40-lb.	<u>1.75</u> /lb.
Printing blanks, 3-ply, coated 2 sides	<u>2.11</u> /lb.
<b>ARTWORK</b> - Hourly rate for new artwork	<u>50.00</u> /hour
<b>SHRINK WRAPPING</b>	<u>.50</u> /package

### MAILING SERVICE

a. Inserting & labeling	<u>25.00</u> /C
b. Mailing carton	<u>1.60</u> /each
c. Envelope (12" x 15", printed)	<u>40.00</u> /C
d. Shrink wrapping & affixing labels	<u>.75</u> /package

## **LEGAL PRINTING**

### **EVALUATION FORMAT**

Those unit prices bid in the Price Schedule on the previous pages will be used to determine the total price on each of the following sample worksheets.

The following sample worksheets will be used as the evaluation format to determine the lowest bidder on each item. The right is reserved to award the items in this solicitation separately, grouped, or on an all-or-none basis.

When pricing worksheets, the description will prevail in determining appropriate price to pick up from the price schedule. All prices on the worksheets will be verified and any errors will be corrected before determining the lowest bidder.

Bidders must complete the following worksheets. Failure to complete the worksheets may be cause for your bid to be disqualified.

BIDDERS ARE PLACED ON NOTICE THAT ILLEGIBLE BIDS MAY BE REJECTED BY STATE PURCHASING.

**LEGAL PRINTING**

**TABULATION OF WORKSHEETS**

WORKSHEET 1: \_\_\_\_\_

WORKSHEET 2: \_\_\_\_\_

WORKSHEET 3: \_\_\_\_\_